

CATALOG CHECKLIST – TO COMPLY WITH R4-39-301(A) AND STANDARDS OF ACCREDITATION, IF APPLICABLE

This checklist must be cross-referenced to and accompanied by the school's catalog.

Updated February 2010

Name of School: _____

City: _____ State: _____ Zip Code: _____

This exhibit serves as a detailed index to aid staff in finding specified portions in the catalog. A copy of this checklist is to accompany each catalog copy sent to the Board. The checklist is marked to show page numbers (or references to specific covers or supplements) on which each required item is included. The catalog is marked to correspond to the item numbers on the checklist. The catalog must include the following items. If any item is not included, the catalog must refer to the supplement/addendum, which contains the item and the supplement / addendum must refer to the catalog. The supplement/addendum must contain the schools' name, location and the effective date of the supplement/addendum.

Required Items

Item Number	Page Number(s)
1. Name, address, phone & fax numbers for the institution. Email & Website addresses, if available.	_____
2. If institution's headquarters are in another state or jurisdiction, the street address, mailing address, phone & fax numbers.	_____
3. Effective date of catalog.	_____
4. Names & Titles of: a. Members of Board of Directors b. Manager/Director of AZ School c. All persons w/20% or more ownership or interest	_____ _____ _____
5. List of all programs offered.	_____
6. For each program offered: a. Topical outline, including statement of purpose, objectives, subjects, units, skills/job to be learned in the program. Numbers of clock and/or credit hours for the program. b. Program prerequisites & completion requirements c. Tuition, costs and fees d. Equipment/technology requirements or competencies e. Library resources f. Clinical training, practicum, externships or special features g. Graduate employment opportunities h. Requirements for graduate to practice	_____ _____ _____ _____ _____ _____ _____ _____

Item Number	Page Number(s)
7. Available student payment schedules and financing options complying with requirements in R4-39-405.	_____
8. Student eligibility requirements regarding tuition reductions, tuition discounts, educational loans, tuition scholarships, and financing options complying with requirements in R4-39-308 & 405.	_____
9. Institutional refund policies complying with requirements in R4-39-404 and R4-39-308	_____
10. Student services to be provided by the Institution.	_____
11. A description of each educational delivery System available, including class-based Instruction, directed study, distance education, And on-line computer-based learning.	_____
12. Calendar, identification of: a. Quarter term or session offered (Start & end dates for each semester) b. Vacation periods, holidays, etc.	_____ _____

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13. Policies & regulations governing:
 - a. Admission requirements or program Registration. _____
 - b. Program or course cancellation _____
 - c. Grading procedures & satisfactory progress tracking _____
 - d. Change in student status (LOA) _____
 - e. Student re-enrollment _____
 - f. Student Probation, suspension or expulsion. _____
 - h. Grade reporting & transcripts _____
 - i. Student Records as applicable:
 1. Student Attendance _____
 2. Credit for previous education, training, work or life experience _____
14. Student Grievance Procedures:
 - a. Establish written procedures and timelines for a student to file a grievance _____
 - b. The following statement must be included: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260 Phoenix, AZ 85007. Phone: 602/542-5709 Website: www.azppse.gov _____
 - c. List all publications and the page number in which the Student Grievance Procedure is published _____

Acknowledgements:

1. Within 10-days from the date a licensed institution revises a catalog, or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board. _____
2. Catalog shall be available to students and prospective students in a written or electronic format. _____

Updated March 2008